


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Atlanta, GA		2. POSITION NUMBER (b) (6)	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position PCS for Prof. Work in the GS-0400, 9/05; PCS for Prof. Work in the GS-0800, 11/08; PCS for Prof. Work in the GS-1300, 12/97					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	*Environmental Engineer	GS	0819	13	001
4. Supervisor's Recommendation	ENVIRONMENTAL ENGINEER		GS	819	13
5. ORGANIZATIONAL TITLE OF POSITION (if any)		(b) (6)			
7. ORGANIZATION (Give complete organizational breakdown)		(b) (6)			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Region 4		g. RCRA PROGRAMS AND MATERIAL MANAGEMENT SECTION			
c. RESOURCE CONSERVATION AND RESTORATION DIVISION		h. Employing Office Location Atlanta, GA			
MATERIALS AND WASTE MANAGEMENT BRANCH		i. Organization Code			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
(b) (6)					
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential					
<input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation		c. Financial Disclosure Form		d. "Identical, Additional" (IA) Allocation This position	
<input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		<input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive	
f. Functional Classification Code		94			
g. Bargaining Unit Code		h. Check, if applicable:		i. Classifier's Signature	
1050		<input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (20% of time) <input type="checkbox"/> This position is subject to random drug testing ()			
j. Date		10/17/2014			
11. REMARKS					
* Interdisciplinary, classifiable as Biologist ^{Life Scientist} GS-0401; Environmental Engineer, GS-0819; or Physical Scientist, GS-1301.					

**SUSTAINABLE MATERIALS PROJECT MANAGER
TECHNICAL EXPERT**

**Interdisciplinary
Life Scientist/Physical Scientist/Environmental Engineer
GS-0401/1301/0819-13**

POSITION SUMMARY:

The primary purpose of this position is: To serve as a senior Sustainable Materials Project Manager providing, developing, implementing, and measuring RCRA and sustainable materials management programs and projects designed to prevent, reduce, reuse, and recycle large volumes of municipal and industrial wastes and materials in the most productive and sustainable way across their entire life cycle.

The organizational location of this position is the RCRA Programs and Materials Management Section, RCRA Materials and Waste Management Branch, Resource Conservation and Restoration Division, U.S Environmental Protection Agency, Region 4, Atlanta, Georgia.

As a senior Sustainable Materials Project Manager, you will:

- Develop, implement, and lead strategies, approaches and projects to prevent, reduce, reuse, and recycle large volumes of municipal and industrial materials and waste streams; and reduce and use materials in the most productive and sustainable way across their entire life cycle to conserve natural resources.
- Provide scientific, programmatic, and technical information and assistance to stakeholders on their activities to promote sustainable materials management approach to minimize the environmental impacts of the materials.
- Develop policy analyses of RCRA and Sustainable Materials regulations, directives, policies and/or programs.
- Develop strategies and plans for communicating approaches and policy decisions and programmatic information to affected and interested parties.

MAJOR DUTIES AND RESPONSIBILITIES:

DUTY 1

35%

Develop, implement, and lead strategies, approaches and projects to prevent, reduce, reuse, and recycle large volumes of municipal and industrial materials and waste streams; and reduce and use materials in the most productive and sustainable way across their entire life cycle to conserve natural resources. Implement national and regional strategies designed to create and coordinate projects, partnerships and initiatives with state and local governments, industry, trade associations and nongovernmental organizations. Devise new methods and techniques to implement advances in sustainable materials management for the agency, states, local government and industry. Form teams within EPA and with state counterparts, the private sector and other stakeholders to develop and implement plans to reduce, reuse or recycle industrial and or municipal residuals, scrap, and waste streams. Coordinate the

development of multi-party partnerships, determining commitments and requirements and aligning variations of interests. Conduct facility site visits and provide professional technical support and advisory services to state/local officials and the private sector on sustainable material management of a variety of municipal and industrial materials, residual, scrap, and waste streams. Scope, develop and implement technically adequate, cost effective and feasible activities, plans, and projects.

Devise new ways to implement program and policy objectives to promote sustainable materials management and RCRA waste reduction goals. Identify regulatory and non-regulatory barriers to employ sustainable materials management and waste reduction principles, practices, approaches, and opportunities.

Serve as workgroup lead or participate in workgroups for development of regulatory and non-regulatory strategies, partnerships, and approaches. Coordinate technical, legal and policy-related input from all workgroup members. Provide expert advice to the senior staff and stakeholders on technical, regulatory, and policy aspects, procedures and documentation to implement the RCRA Resource Conversation requirements and sustainable material management principles. Prepare briefings that explain and interpret regulations; draft non-regulatory guidance letters, policy guidance, or policy memos for agency use. Develop procedures to implement programmatic initiatives and/or incorporate new policies into strategies and approaches and/or into media program's regulatory frameworks.

DUTY 2

25%

Provide scientific, programmatic, and technical information and assistance to stakeholders on their activities to promote sustainable materials management approach to minimize the environmental impacts of the materials. Provide guidance in the development and coordination of sustainable materials management practices to state, local and/or tribal governments, industry, trade associations and other nongovernmental organizations. Serve as technical authority, providing expert advice and assistance pertaining to the re use of a wide variety of industrial and municipal waste streams (e.g. fiber, containers, and packaging, organics, electronics, and construction/demolition debris, etc). Review plans, activities and projects, specifications, and cost estimates for technical adequacy and feasibility. Formulate recommendations and procedures governing non-regulatory processes to reduce or prevent waste and use materials in the most productive and sustainable way across their entire life cycle to conserve natural resources. Track stakeholder progress in adapting to and following agency policy and programmatic objectives. Evaluate effectiveness of non-regulatory program activities and recommend adjustment or changes. Consider diverse factors such as frequent changes in Federal/State regulations and continuing technological developments. Provide advice on technical aspects of material management and RCRA waste reduction policies, strategies, approaches, activities, and projects.

DUTY 3

15%

Develop and conduct policy analyses of RCRA and Sustainable Materials regulations, directives, policies and/or programs. Review and implement regulations, standards, policies, and operating guidance for very complex, diverse circumstances that involve sustainable material management and waste reduction implementation, integration, and analysis activities. Provide critical analyses and recommendations for studies, program plans, and proposals. Conduct studies of diverse sustainable material management issues related to the implementation of RCRA and related directives. Develop objectives, procedures, and documentation to support organization and Agency plans, policies, and regulations.

Develop and/or analyze proposals for new, current, or proposed sustainability policies and determine impacts on air, water, and/or land/material resources. Represent the Agency in meetings and conferences concerning policy development and provide authoritative advice to peers, administrators, and managers. Answer questions and inquiries from congressional representatives and the general public concerning interpretation and application of solid waste reduction and sustainable materials management approaches, plans, projects, and policies to meet program objectives.

Communicate with colleagues, agency management, and contacts outside the agency to gain information about sustainable materials management practices and corroborate on findings.

Write and study project plans, scientific and technical papers, and publications.

DUTY 4

25%

Develop strategies and plans for communicating approaches, policy decisions, and programmatic information to affected and interested parties. Develop notices and procedural material to solicit input from stakeholders and affected parties and to clarify Agency direction in particular areas. Represent the organization or serve as a leader for intra and inter regional and agency task forces formed to advise on programmatic initiatives, provide timely input, and coordinate issues with other Federal and State agencies, executives of large private companies, national or regional trade associations and non-governmental organizations, as appropriate. Provide expert advice, confer and exchange information with Agency personnel, Federal and State officials, citizen groups, and industry on matters related to RCRA waste reduction and sustainable materials management activities.

Responsible for providing technical assistance, convening, conducting education and outreach; and scoping and implementing effective strategies and projects through performance based partnerships with other federal departments and agencies, state and local governments, business/industry, trade associations, and key nongovernmental organizations to promote and increase materials recovery and energy conservation.

Identify key materials management markets and business prospects and communicate the value of EPA's sustainable materials management program to these diverse audiences. Facilitate sustainable materials management focused discussions and presentations for high level business and sustainability officials and managers, encouraging adoption of sustainable materials management concepts in partnerships with EPA. Coordinate marketing techniques and cross program outreach with regional programs and management to economize on

resources and assure linkages are made to add value and are in support of EPA's sustainable materials management programs.

RECRUITMENT KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

- 1) Knowledge of environmental regulations, directives and principles related to waste reduction, sustainable materials management and/or conservation of natural resources;
- 2) Knowledge of waste reduction and sustainable materials management principles and practices to devise integrated approaches to reduce waste and minimize the environmental impacts of the materials;
- 3) Ability to develop, implement and manage projects;
- 4) Skill in oral communication;
- 5) Skill in written communication.

FACTOR LEVEL DESCRIPTIONS:

Factor 1 - Knowledge required by the Position

Level 1-8 (1550 points)

Professional knowledge of and skill in applying concepts and practical and operational aspects of the life science, physical science and/or environmental engineering field encompassed by the position sufficient to functionally promote and manage programs and projects to implement sustainable materials management and RCRA waste reduction programs across a wide spectrum of applications within Region 4. The position requires a broad knowledge of EPA's RCRA's Subtitle D and Resource Conservation and waste reduction and sustainable materials management program components sufficient to apply scientific practices, concepts, methods and techniques to assist State and local agencies and industry partners in developing and implementing consistent and effective waste reduction and materials management policies and programs. Professional knowledge sufficient to serve as a national technical expert, to devise new ways to implement program objectives, and to plan and execute major projects.

Knowledge of EPA procurement and grant procedures and regulations.

Ability to maintain current knowledge and keep abreast of developments at the federal, state and local level and private sector on aspects that effect waste reduction, sustainable material management and/or conservation of natural resources.

Ability to communicate orally and in writing with technical personnel at State and local agencies, EPA headquarters, with industry and professional associations including preparing briefings and conducting policy analysis.

Factor 2 - Supervisory Controls

Level 2-4 (450 points)

The supervisor sets the overall assignment, objectives, program emphasis, and resources available. The supervisor and incumbent jointly develop the priorities, projects, and deadlines. The incumbent independently plans and carries out assignments, interprets policy, coordinates work with others, resolves conflicts that arise and keeps the supervisor informed of progress, potentially controversial matters, and problems with far-reaching implications. Completed work is reviewed from an overall standpoint in terms of feasibility, effectiveness and

efficiency in meeting program objectives.

Factor 3 - Guidelines

Level 3-4 (450 points)

The RCRA administrative policies and precedents, laws, regional or area directives, agency regulations and technical references are usually applicable, but are stated in general terms. Technical, regulatory, policy and operating guidance are often broad and non specific. The incumbent uses resourcefulness and perception based on experienced judgment, to adapt or interpret general guidelines; to deviate from or extend traditional practices, methods, and techniques or to resolve situations where precedents are not available or not applicable. Use initiative and resourcefulness in developing and recommending new or substantially modified methods, criteria, or policies.

Factor 4 - Complexity

Level 4-5 (325 points)

The work includes a wide variety of duties requiring many different and unrelated processes and methods applied to a broad range of innovative activities involving materials management, waste reduction and/or conservation of natural resources. Assignments are of such breadth, diversity and intensity that they can involve many varied and complex features and contain a combination of complex features that involve serious or difficult to resolve conflict between engineering and/or scientific and management requirements.

Factor 5 - Scope and Effect

Level 5-4 (225 points)

The work includes investigating, evaluating and advising on a broad range of complex technical issues that must through the development of innovative approaches or guides, modify the behavior of the public, industry, trade association, nongovernmental organizations and other governmental entities on implementing the sustainable materials management, waste reduction and/or resource conservation programs and principles.

The work involves the evaluation of the effectiveness and validity of proposed and current policies and programs. The incumbent serves as an advisor and consultant to officials and managers within and outside the agency on a broad range of science and engineering based activities related to RCRA's Solid Waste, Resource Conservation and sustainable material management mandates, requirements, goals and programs.

The work directly influences the effectiveness and acceptability of sustainable material management affecting a wide range of agency activities and major activities of industrial or commercial concerns.

Factors 6/7 - Personal Contacts/Purpose of Contacts

Level 3c (180 points)

Typical personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, in state and local government, private industry, academia, professional organizations, trade associations, nongovernmental organizations, environmental advocacy and interest groups, public interest community, and in some cases the media and elected officials. This may also include contacts with program officials several managerial levels removed from the employee when such contacts occur on an ad-hoc basis.

The purpose of contacts is to influence, negotiate, motivate, or persuade persons or groups who are not in agreement with the Agency and who must be approached skillfully to obtain the desired effect and identify, align and work toward mutual goals.

Factor 8 - Physical Demands

Level 8-1 (5 points)

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle.

Factor 9 - Work Environment

Level 9-1 (5 points)

Work is generally performed in an office setting which is adequately lighted, heated, and ventilated. Occasional field visits are required.

Grade Point Range: 3155-3600=GS-13

Total Points: 3190

Position Risk Designation: Moderate

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	(b) (6)		This position has no extramural resources management responsibilities.
Position Number		X	Total extramural resources management duties occupy less than 25% of time.
Title	ENVIRONMENTAL ENGINEER		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.

Series/Grade	GS-819-13		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
	RESOURCE CONSERVATION AND RESTORATION DIVISION		
	RCRA PROGRAMS AND MATERIALS MANAGEMENT SECT		
Organization			

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature	(b) (6)		
Personnel Specialist's Signature	<i>[Signature]</i>	Date	10/17/2014

Part 1. Contracts Management Duties

		X	Monitors management and performance of delivery orders/work assignments after award
Pre-award:			Defines scope of work for work assignments
X	Plans Procurements		Approves payment requests of ACH drawdowns
X	Estimates Costs		Manages cost-reimbursement contracts
X	Obtains funding commitments		
X	Prepares procurement requests	X	Reviews invoices
X	Writes statements of work	X	Inspects and accepts deliverables
X	Reviews statements of work		Other (list)
	Processes unsolicited proposals		
	Responds to pre-award inquiries		
	Participates in pre-award conferences		Close-out:
X	Conducts technical evaluation of proposals	X	Writes reports on contractor performance, costs, and tasks performed
	Participates in debriefing/protests		Reconciles payments with work performance
	Other (lists)		Closes-out payments
			Performs cost accounting
Post-award:			Provides assistance to Contracting Officer in settling claims
	Prepares delivery orders		Other (list)
X	Reviews contractor work plans		
X	Reviews contractor progress reports		
	Monitors government-furnished property		Percentage of Time Spent on Contracts Management
X	Monitors cost, management, and overall technical performance of contract after award	5	%

Continued

Part 2. Grants/Cooperative Agreements Duties		<input checked="" type="checkbox"/>	Advises Grants Management Office of potential problems/issues
Pre-application/Application:		<input checked="" type="checkbox"/>	Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
<input checked="" type="checkbox"/>	Prepares solicitation for proposals		Approves payments requests or ACH drawdowns
<input checked="" type="checkbox"/>	Identifies potential grantees for area of program emphasis		Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
	Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)		Negotiates amendments
	Provides administrative information to applicants		Reviews Cost/Price/Analysis for recipient
<input checked="" type="checkbox"/>	Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant		contracts/change orders (Superfund only)
	Assists applicant in resolving issues in application		When necessary, recommends termination of the agreement
	For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement	<input checked="" type="checkbox"/>	Resolves with Grants Management Office administrative and financial issues
	Negotiates level of funding		Conducts periodic reviews to ensure compliance with agreement
	Conducts site visits to evaluate program capability		Other (list)
<input checked="" type="checkbox"/>	Serves as resource to Selection Panel	<input checked="" type="checkbox"/>	Close-out:
	Other (list)	<input checked="" type="checkbox"/>	Certifies deliverables were satisfactory and timely
		<input checked="" type="checkbox"/>	Provides assistance to recipients and Grants Management Office to ensure timely close-out
			Reconciles payment with work performed
Award:			Notifies recipient of close-out requirements
<input checked="" type="checkbox"/>	Prepares funding package, including Decision Memorandum		Obtains legal assistance if necessary to resolve incomplete close-out
<input checked="" type="checkbox"/>	Obtains concurrences/approvals		If project is audited, responds to issues and ensures recipient complies with audit recommendations
	Reviews/concurs in completed document		Other (list)
	Establishes project file		
	Other (list)		
			Percentage of Time Spent on Grants/Cooperative Agreements Management
Project Management/Administration:			
<input checked="" type="checkbox"/>	Monitors recipient's activities and progress		
<input checked="" type="checkbox"/>	Reviews reports and deliverables and notifies recipient of comments		
<input checked="" type="checkbox"/>	Provides technical assistance to recipients		
Part 3. Interagency Agreements Duties			
Pre-Agreement:			Monitors cost management and overall technical performance
	Plans and negotiates work effort		Participates in decisions about project modification/termination
	Estimates costs		Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
	Obtains funding commitments		Inspects and accepts deliverables
	Prepares commitment notice		Other (list)
	Writes or reviews scope of work		
	Responds to pre-agreement inquiries		
	Participates in pre-agreement conferences		
	Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		Close-out:
	Negotiates and ensures execution of Superfund State Contracts (Superfund only)		Reviews final report
	Performs technical evaluation of work plan and budget		Decides on disbursement of equipment
	Prepares funding package and obtains necessary concurrences		Reconciles payments with work performed
	Other (list)		Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
			Certifies deliverables
			Resolves close-out issues with Grants Management Office/other agency
			Other (list)
Project Management/Administration:			
	Reviews progress reports/financial reports		Percentage of Time Spent on Interagency Agreements Management:



United States
ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460

Position Risk Designation Checklist

AAship/Region: REGION 4 Type of Action: REASSIGNMENT SF 52 Request No.: RR-14-090

Position Title/Series/Grade: ENVIRONMENTAL ENGINEER

Full Performance Level (FPL) of Position: 13
(Risk designation is based on FPL)

Functional Title (if applicable): _____
(Position's primary function, e.g., official position title may be Life Scientist, but function may be Permit Writer)

Funding: A fingerprint check and, if needed, a background investigation will be funded through your Working Capital Fund (WCF) Service Agreement. Please provide the Service Agreement No.: 14BV04A0013. (Your Service Agreement Account Owner can help you with this.) **Please Note:** This SF 52 action will not be processed unless the service agreement number is provided.

DIRECTIONS: Hiring officials or supervisors must complete this form for all personnel actions (appointments, details, promotions, reassignments, recruitments) involving a change in position description exceeding 180 days. The completed form will help the Personnel Security Branch (PSB) determine the position's appropriate risk level. This form must be submitted with the SF 52 package. Answer all "Yes/No" questions based on the FPL position description. Where explanations are requested, attach additional pages, as needed. If you have questions, please contact your local HR representative or service center.

1. Has the risk level of this position already been designated at the full performance level? ☒ Yes ☐ No
What is the name of the incumbent of the above position? _____
If you answered "Yes" to question 1, please skip all remaining questions, print pages 1-2, and sign and date the form.

2. Is the position one of the following predesignated positions? ☐ Yes ☒ No
If "Yes," please indicate the position below, answer question 3, skip remaining questions, print pages 1-2, and sign/date the form.

NOTE: Unless otherwise specified, these predesignations are effective up to and including Grade 13. Grade 14 and 15 positions must be individually designated, requiring the completion of questions 3 through 18.

- | | |
|--|--|
| <input type="checkbox"/> Attorney—Moderate | <input type="checkbox"/> IT Specialist (Enterprise Architecture)—Moderate |
| <input type="checkbox"/> Bench Scientist, such as chemist, biologist, etc.—Moderate | <input type="checkbox"/> IT Specialist (Internet)—High |
| <input type="checkbox"/> Contract Project Officer—Moderate | <input type="checkbox"/> IT Specialist (Network Services)—High |
| <input type="checkbox"/> Contract Specialist—Moderate | <input type="checkbox"/> IT Specialist (Operating System)—High |
| <input type="checkbox"/> Criminal Investigator (all grades, all positions)—High | <input type="checkbox"/> IT Specialist (Policy and Planning)—Moderate |
| <input type="checkbox"/> Deputy Division or Division Director—High | <input type="checkbox"/> IT Specialist (Security)—High |
| <input type="checkbox"/> Financial Specialist/Accountant/
Budget Analyst—Moderate | <input type="checkbox"/> IT Specialist (System Administrator)—High |
| <input type="checkbox"/> Grants Project Officer—Moderate | <input type="checkbox"/> IT Specialist (Systems Analysis)—Moderate |
| <input type="checkbox"/> Grants Specialist (GS 12 and below)—Low | <input type="checkbox"/> On-Scene Coordinator (all grades, all positions)—High |
| <input type="checkbox"/> Grants Specialist (GS 13 and above)—Moderate | <input type="checkbox"/> Permit Writer—Moderate |
| <input type="checkbox"/> HR Specialist (Benefits)—Moderate | <input type="checkbox"/> Public Affairs Specialist/Community Involvement
Coordinator—Moderate |
| <input type="checkbox"/> HR Specialist (Classification)—Low | <input type="checkbox"/> QA Scientist—Moderate |
| <input type="checkbox"/> HR Specialist (ER/LR)—Moderate | <input type="checkbox"/> RCRA Corrective Action Officer—Moderate |
| <input type="checkbox"/> HR Specialist (Generalist)—Moderate | <input type="checkbox"/> Remedial Project Manager—Moderate |
| <input type="checkbox"/> HR Specialist (Staffing)—Moderate | <input type="checkbox"/> Site Assessment Manager—Moderate |
| <input type="checkbox"/> HR Specialist (Training)—Low | <input type="checkbox"/> Support Services Specialist—Moderate |
| <input type="checkbox"/> Inspector—Moderate | <input type="checkbox"/> Toxicologist—Moderate |
| <input type="checkbox"/> IT Specialist (Application Software)—High | |
| <input type="checkbox"/> IT Specialist (Customer Service)—Moderate | <input type="checkbox"/> OIG Employee (all grades, all positions)—High |
| <input type="checkbox"/> IT Specialist (Data Management)—Moderate | <input type="checkbox"/> Other Known High-Risk Position—High |
| | <input type="checkbox"/> Supervisor of High-Risk Employee(s)—High |

3. Requires access to classified information or materials? ☐ Yes ☒ No (If "Yes," include clearance justification w/package.) What clearance level is required? ☐ Secret ☐ Top Secret

NOTE: If you answered "Yes" to No. 2 and have answered No. 3, skip remaining questions, print pages 1-2, and sign/date the form.

SF 52 Request #: RR-14-090

Answer all "Yes/No" questions based on the FPL position description. If explanations are requested, attach additional pages.

4. Requires access to sensitive information or materials? ☐ Yes ☐ No (If "Yes," check all that apply.)
- | | |
|--|---|
| <input type="checkbox"/> EPA's financial resources/records | <input type="checkbox"/> Confidential business information |
| <input type="checkbox"/> Proprietary information | <input type="checkbox"/> Personally identifiable information (e.g., address) |
| <input type="checkbox"/> Audits (e.g., financial reviews) | <input type="checkbox"/> Sensitive personally identifiable information (e.g., SSN, date of birth) |
| <input type="checkbox"/> Investigations (e.g., CID) | <input type="checkbox"/> Other information that, if compromised, could cause harm (describe on separate page) |
5. The scope of this position is: ☐ Local ☐ Regional ☐ National ☐ Global
6. The impact/potential harm this position could cause would be: ☐ Internal to EPA ☐ Multi-Agency/Government-wide ☐ Beyond the Government
7. Position is a presidential or political appointment: ☐ Yes ☐ No
8. Requires access to hazardous or dangerous material (nuclear, biological, or chemical): ☐ Yes ☐ No
What materials are involved? _____
9. Makes policy that affects AAship, Regional or Agency operations (not simply local branch or section operations):
☐ Yes ☐ No Describe: _____
10. Makes independent decisions or authoritative recommendations that are not subject to substantive verification or supervisory approval/sign off: ☐ Yes ☐ No
11. Obligates the agency to take action or spend funds: ☐ Yes ☐ No
What actions? _____
What amount of funding typically? _____ What is the ceiling? _____
12. Interacts with external contacts when performing duties and/or represents the agency to citizens or external organizations: ☐ Yes ☐ No (If "Yes," check all that apply.)
- | | |
|---|---|
| Communicates with: | Communication methods: |
| <input type="checkbox"/> EPA personnel | <input type="checkbox"/> Shares factual information (e.g., technical or policy reports, outreach, or public relations material) |
| <input type="checkbox"/> Government entities outside of EPA | <input type="checkbox"/> Participates in meetings, conferences, or seminars |
| <input type="checkbox"/> Audience beyond government, including media, private industry, academia, environmental interest groups | <input type="checkbox"/> Posts material on the EPA intranet or public website |
| | <input type="checkbox"/> Represents agency or negotiates/defends significant or controversial matters |
13. Protects or identifies critical infrastructure systems/programs, such as water treatment, other utilities, or telecommunications: ☐ Yes ☐ No
What systems/programs are involved? _____
14. Directly enforces health regulations and/or protects public safety: ☐ Yes ☐ No
15. Investigates or audits government or nongovernment personnel, programs, and/or activities: ☐ Yes ☐ No
(Note: Relates to investigating and auditing, but not simply overseeing.)
What personnel, programs, and/or activities are involved? _____
16. Information technology (IT) position that creates, programs, administers, or protects government IT systems, databases, or infrastructure: ☐ Yes ☐ No (Note: Does not apply to positions that only use IT systems.)
17. Requires official EPA credentials: ☐ Yes ☐ No
(Note: Credential bearers represent the agency and perform specific civil enforcement tasks, e.g., EPA inspectors.)
18. Other unique or critical characteristics/duties/requirements not previously covered? ☐ Yes ☐ No
Describe: _____

(b) (6)

Title

Date